



# Speaker Request Form

Today's Date:

Thank you for contacting the City of Dayton. If you would like to request a guest appearance from the Mayor, please provide details about your event and speaker requirements by completing this form and submitting it via [email](#). Please understand that the Mayor's schedule is subject to change. Please attach a detailed itinerary and/or agenda. You will be notified as soon as possible regarding this request.

## Requestor Information:

Sponsoring Organization	
Organization Address	
Organization Website	
Point of Contact	
Contact Phone	Contact Fax
Contact Email	

## Event/Program Description:

Event Name		
Theme/Purpose		
Brief Description		
Event Date	Start Time	End Time
Onsite Contact	Cell Number (w/area code)	
Venue Name	Building/Room	
Venue Address	City	State
Please provide any special directions/instructions		
Affiliated Organizations		

Media Invited	Yes	No	If yes, please identify		
Target Audience			Expected to Attend		
Public Event	Private Event	Indoor Event	Outdoor Event	Formal/Gala Event	
If gala, who will be seated with Mayor?					
Other Officials/Special Guests ( <i>w/Titles</i> )					

### Speaker Requirements:

What is the Mayor's role?				
Welcome (1-2 minutes)	Brief Remarks (3-5 minutes)	Keynote Speaker (5+ Minutes)	Panel Member	Other
If other, please specify				
When will Mayor give remarks?				
Who will introduce the Mayor?				
Please provide key talking points or remarks.				
Is Mayor expected to introduce another speaker?			Yes	No
If yes, please provide name, title, pertinent information.				
Is Mayor expected to attend the event in its entirety?			Yes	No
If Mayor is not available, please indicate an alternate speaker.				